Building for the Future

C A C F P

Record Keeping Requirements in the Child and Adult Care Food Program

1) Which of the following must be maintained on file to support the record type "claims for reimbursement"?

a) 501(c) 3 letter
b) Building for the Future flyer
c) Actual claims that are submitted to CANS each month
d) All of the above

2) Numbered memos only need to be maintained for three years beyond the current year.

a) True
b) False

3) For "documentation of eligibility to participate" in <u>nonprofit</u> agencies, what documentation must be maintained on file?

a) Documentation of current nonprofit status with the IRS
b) Remittance advice sheets for Child Care Assistance and a list of all enrolled children.
c) An eligibility roster for free and reduced price children and a list of all enrolled children.
d) All of the above

4) Production records show:

a) What foods were prepared
b) The serving sizes and the quantities prepared
c) The numbers of children and adults served
d) All of the above

5) Which of the following is an example of the "CACFP information" that must be provided to all enrolled families and to the public upon request?

a) Free and reduced price meal application
b) Building for the Future flyer
c) Special diet request form
d) Time in / time out records

6) Documentation of prior health and fire inspections is usually completed as part of the licensing study.

a) True
b) False

7) **For the CACFP which of the following <u>are</u> required on a child's enrollment form?**

   a) Normal days that a child is in care at the center
   b) Normal hours that a child is in care at the center
   c) Normal meals eaten by a child while in care at the center
   d) All of the above

8) **Which of the following is <u>not</u> required on a child's enrollment form?**

   a) Full name of child
   b) Child's date of birth
   c) Child's birth weight
   d) Parent/Guardian signature

9) **Household Contacts must be completed by all institutions.**

   a) True
   b) False

10) **Which of the following are examples of documentation that should be maintained on file to support CACFP costs?**

   a) Itemized receipts for all food (and nonfood items used in the food service)
   b) Documentation of CACFP labor costs
   c) Documentation of all other allowable costs that are paid for (using CACFP funds)
   d) Any of the above

11) **WIC information is provided to all institutions for what reason?**

   a) As a reminder that all CACFP agencies must provide information on the WIC program to families at the time of enrollment.
   b) To waste paper
   c) To remind centers to participate in the WIC program
   d) To make sure that the center has enough indoor work to do in the winter time.

12) **An approved application for participation in the CACFP does <u>not</u> include which of the following?**

   a) Parts 1, 2, and 3
   b) Free and reduced price meal application packet and public release
   c) Approved menus
   d) Civil rights data collection

13) **Which of the following is not required documentation to support annual CACFP training?**

   a) Agendas
   b) Dates of training
   c) Lists of participants
   d) Video proof of the training

14) Time in / time out records must include:

    a) The first name and last initial for each child and <u>either</u> the time in or the time out for each child
    b) The first and last name of each child and the daily time in and time out for each child
    c) The first name of each child and the time each child arrived daily
    d) None of the above

15) Special diet requests or prescriptions must be on file if a child has a medical need or request that requires a substitution to the menu or meal pattern.

    a) True
    b) False

16) How long must all CACFP records be maintained on file?

    a) One month
    b) Until the claim is paid
    c) For at least three years beyond the year to which they pertain
    d) Forever

17) Which of the following is <u>not</u> required as documentation of monitoring efforts (for sponsors of homes or more than one center)?

    a) The names of the sites
    b) The amount of time the visit took
    c) The dates of the visits
    d) Documentation of any findings

18) Meal count records must:

    a) Include the first and last name of each child
    b) Be completed at the time of each meal service
    c) Both A and B
    d) Neither A nor B

19) All menus must follow the required meal patterns for the age of the child(ren) and the meal being served.

    a) True
    b) False

20) Only pricing programs are <u>required</u> to provide which of the following record types to all enrolled families.

    a) Production records
    b) CACFP training records
    c) Off-site meal request forms
    d) Free and reduced price meal applications

Your Name   **Local Agency Name**   **Date**